

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING  
Meeting Room A  
Tuesday November 25, 2014**

**MEMBERS PRESENT:** Dan Atwood, Roger Gale, Peter Ellsworth, Stewart Morse

**MEMBERS ABSENT:** Tim Rainville

**OTHERS PRESENT:** Kristi Stabley, Michael Blackmar

**1. CALL TO ORDER:**

The meeting was called to order by Chairman Roger Gale at 7:00 PM.

**2. APPROVAL OF THE REGULAR MEETING MINUTES OF OCTOBER 28, 2014:**

**MOTION BY DAN ATWOOD TO APPROVE MINUTES AS PRESENTED. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR. STEWART MORSE ABSTAINED.**

**MOTION BY ROGER GALE TO ADD 11. A. STAFF SALARY AND 4. C. WOODSTOCK FAIR TO THE AGENDA. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.**

**3. CITIZEN COMMENTS:** None.

**4. NEW BUSINESS:**

**A. EXECUTIVE ADMINISTRATOR REPORT:** Kristi presented the board with a handout titled "Administration Report= November 2014". The report contained all WPCA activity for the month of November along with projects yet to be completed.

**B. BRUCE WILLIAMS ANNUAL PUMP STATION INSPECTION REPORT:** The WPCA board asked Kristi to write a letter to Deep 6 with a To Do List from the Inspection Report findings from Bruce Williams.

**C. WOODSTOCK FAIR:** Kristi informed the board that the reason the Recorded Flow Report has not been sent, is because the flow meter has not been working. Richard DiVincenzo is in the process of installing a new Flow Meter. Because of the lack of flow data from the Woodstock Fair, the WPCA board asked Kristi to take an average figure from the last five years of the Fair's recorded flow for each delinquent month.

**5. OLD BUSINESS:**

**A. SEWER SYSTEM REHABILITATION PROJECT:**

- **DATE RECORDER UPDATE:** Tim informed the board through an email that he will be setting up a time in December to have the Data Logger installed and training to be had.

**B. 2015-2016 BUDGET:** A brief discussion was had.

**C. CLIENT NEWSLETTER:** Roger is still in the process of gathering information.

**6. SYSTEM MAINTENANCE UPDATE:**

**A. CONTINUATION OF INVESTIGATION OF SPIKE IN FLOW TO PUTNAM:** No new updates at this time.

**B. TIGHE&BOND FINAL REPORT:** The WPCA board agreed that all of the work that was done by New England Pipe is now completed, which is documented in Tighe&Bond's final report.

**7. FLOW REPORTS:**

**A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM**

**FY 2014-2015:** Kristi informed the board that Putnam has not sent the past few weeks of flow data because Stan Daniels who is responsible for sending the figures was away on vacation.

**B. WATER METER READINGS FOR FY 2014-2015:**

**8. CITIZEN COMMENT:** A brief discussion was had about how many times a week the Lift Station should be checked.

**MOTION BY STEWART MORSE TO HAVE MICHAEL BLACKMAR CHECK THE LIFT STATION ONCE A WEEK INSTEAD OF TWICE A WEEK. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.**

**9. PAYMENT OF THE BILLS:**

**WPCA NOVEMBER 25, 2014 BILLS**

<b><u>Vendor</u></b>	<b><u>Line Item</u></b>	<b><u>Charges</u></b>
Connecticut Light & Power--Account# 51942724014	500.00.224.00 WPCA Lift Station CL&P	\$215.10
Buell's Truck & Engine Repair----Invoice# 15257 Pump house fault light on	500.00.289.00 WPCA Lift Station Maintenance	\$104.44
Bruce Williams-----Invoice #1078 Annual Pump Station Inspections	500.00.285.00 WPCA Grinder Pump Maintenance	\$2,910.00
Michael Blackmar---- Invoice# 893996 Invoice#893997 Invoice#893998 Lift Station Check	500.00.246.00 WPCA Lift Station Contractor	\$680.00
<b>TOTAL AMOUNT DUE: \$3,909.54</b>		

Roger Gale identified the following bills for consideration by the Authority:

**MOTION BY STEWART MORSE TO APPROVE PAYMENT OF THE BILLS. SECONDED BY DAN ATWOOD. ALL IN FAVOR.**

**10. CORRESPONDENCE:** None

**11. REVIEW OF MEMBER FOLLOW-UP ACTIVITIES FOR THE NEXT MEETING**

- Roger work on WPCA newsletter
- Tim set up data recorder install and training
- Kristi training of grinder pumps
- Kristi material list with vendors
- Roger look into Hearing to discuss sewer rates and revenue
- Kristi letter to Deep 6
- Kristi work on files
- Kristi work on Woodstock Fair flow report
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**12.EXECUTIVE SESSION: MOTION BY ROGER GALE TO OPEN INTO EXECUTIVE SESSION. SECONDED BY DAN ATWOOD. ALL IN FAVOR.**

Executive Session opened at 8:52 p.m.

The board denied Kristi's request to increase payroll rate to be effective January 1, 2014.

**MOTION BY STEWART MORSE TO INCREASE KRISTI'S PAYROLL RATE TO \$21.15 PER HOUR EFFECTIVE JULY 1, 2014. SECONDED BY DAN ATWOOD. ALL IN FAVOR.**

**MOTION BY ROGER GALE TO CLOSE EXECUTIVE SESSION. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.**

Executive Session closed at 9:07 p.m.

**13. ADJOURNMENT**

**MOTION BY DAN ATWOOD TO ADJOURN THE MEETING. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.**

The meeting was adjourned at 9:08 PM.

Respectfully Submitted

Kristi Stabley  
WPCA Executive Administrator